

TO: Records Administration Branch
702 Magazine Building

FROM: (DIRECTORATE AND OFFICE)

DDI/Current Intelligence /Admin S

OCT

SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	210
2 Drawer (free standing)	47
4 Drawer (correspondence)	184
5 Drawer (correspondence)	6
All purpose (with doors)	
Map and Plan File	3
Kardex (_____ Slides)	
5 - Drawer Card (5x8 size card; _____ inches per drawer)	3
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	3
5 Drawer (correspondence)	4
Map Cabinet Sections	
Map and Plan File	
Kardex (_____ Slides)	
Safe-T-Stack Units	
- Drawer Card (_____ size card; _____ inches per drawer)	
- Drawer Card (_____ size card; _____ inches per drawer)	
OTHER (describe)	
Supply Cabinets	3
2 drawer desk units	1
2 drawer steel (5 shelves)	2

Continue on reverse side

*mean
for
don't
use*

SHELVING	WIDTH (in inches)	SECTIONS	SHELVES HIGH	TOTAL SHELVES	IN L.F.
Correspondence type					
Library type					
Book Case Sections		154	3	^{154 sections} 462	1297.0
Tape shelves					
Conserv-A-File (roll out units)	36"	36	5	^{36 sections} 179	204
Conserv-A-File-V (side roll)	42"	39	5	^{39 sections} 196	601.5
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____size card; ____ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored 4

Entire Middle East-Africa Division.

154 Bkases
6.4
616
924
985.6

36 ^{36"} Conserv
11.3
108
36
36
406.8

39 ^{42 inch} Conserv.
13
117
39
507

STATINTL

13 July '73
DATE



SECRET

DDI / Current Intel
Admin Staff

Approved For Release 2002/09/26 : CIA-RDP76-00883R000100060025-5

SUBJECT: Records Control Schedule Changes Recorded During
Fiscal Year 1973 (Schedule No. 23-72)

*removed
w/CRS
7/18/73*

II. File equipment located within the Office of Current Intelligence is listed below by type and measurement in square feet:

1. Safes (free - 2 dr, 4 dr & 5 dr) (237x10.0)
2370 sq. ft.
2. Bookcase sections (462 shelves x 6.4)
2956.8 sq. ft.
3. Cabinets (56 shelves x 6.25)
350 sq. ft.
4. Other type safes (9x6.4)
57.6 sq. ft.
5. Conserver files "legal size" 36" (15x12.7)
190.5 sq. ft.
6. Conserver files "legal size" 42" (30x15.0)
450.0 sq. ft.

*not
used
see formula
on other
sheets.*

TOTAL 6374.9 sq. ft.

III. The Office of Current Intelligence has 13 types of reproduction equipment in use.



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~~Records Administrative Office~~, OCI

SECRET

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